



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PSYCHIATRIC SOCIAL WORKER COORDINATOR

Class No. 005249

■ CLASSIFICATION PURPOSE

To develop and implement social work standards for outpatient, acute care and skilled nursing facility units of the San Diego County Psychiatric Hospital; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is the second level supervisor class in the series. This is a one-position class in the Health and Human Services Agency (HHS), assigned to the County's Psychiatric Hospital. The Psychiatric Social Work Coordinator is responsible for developing and updating standards, policies, and procedures for the Psychiatric Hospital, whereas the Psychiatric and Senior Psychiatric Social Workers handle a caseload of psychiatric patients, provide individual and group counseling, and crisis intervention, and participate in a multi-disciplinary team providing psycho-social services.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Reviews, develops and updates all policies, and procedures pertaining to social work services for the County's Psychiatric Hospital.
2. Designs all forms pertaining to social work services, in conformance with existing forms used by hospital staff.
3. Develops and cultivates relationships with community mental health and social service agencies to facilitate easier access by patients.
4. Reviews patient records to monitor social work activities such as planning, assessment, evaluation, treatment and discharge.
5. Facilitates and chairs bi-monthly meetings with staff to review and discuss issues relating to patient care, record keeping and quality assurance.
6. Develops and implements quality assurance indicators pertaining to social work services.
7. Assists other professional hospital staff to develop and implement mental health plans and programs.
8. Recruits, interviews and hires social work staff, and evaluates performance.
9. Performs special projects as assigned by the Medical Director.
10. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
11. Provides yearly update on abuse Training, identification of abuse, reporting to CPS, APS, law enforcement.
12. Acts as liaison between law enforcement and clinicians.
13. Oversees and approves timesheets.
14. Reviews and approves performance evaluations.
15. Assists in monitoring County-contracted, long-term residential care facilities to determine if the level of patient care and decisions pertaining to placement are appropriate.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Principles of effective organization, management, and utilization of psychiatric and mental health services.
- Principles and techniques of sound personnel management, particularly in regard to medical personnel, including effective supervision and training.
- Normal and abnormal emotional growth and development.
- Human sexuality.
- Treatment modalities.
- State child abuse reporting laws.
- Current diagnostic categories and evaluation techniques.
- Behavior patterns related to illicit and prescribed psychotropic drugs and medications.
- Behavior patterns related to common physical illness.
- Consultation techniques.
- Cultural and socio-economic issues relevant to providing appropriate mental health services to special population groups.
- Methods of developing plans and procedures pertaining to discharging patients from psychiatric hospitals.
- Federal, State, and local social and health agencies and services.
- Federal, State, and local regulations related to mental health.
- California Mental Health Services Act.
- Title 22 Acute Psychiatric Hospital Regulations.
- Community organizations, particularly with regard to medical and mental health services, programs, and facilities.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Lead, direct, supervise, train, and motivate psychiatric social work staff working in a multi-disciplinary team of mental health professionals, including medical and support staff.
- Take a complex psychosocial history, make an assessment and diagnosis, and develop a suitable treatment plan.
- Maintain records and prepare reports.
- Communicate effectively in both oral and written form.
- Maintain beneficial relations with patients, family members, other professional staff and the public
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: A master's degree from an accredited graduate school of social work, followed by five (5) years of progressively responsible professional experience in an inpatient psychiatric facility, one (1) year of which would have provided supervisory experience.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, simple grasping, power grasping, fine manipulation, and repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, reaching below shoulder level, and lifting and carrying files weighing up to 10 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

Candidates must be licensed by the State of California as a Clinical Social Worker (LCSW) (66 Ops. Atty. Gen.189 1983).

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

A valid National Provider Identification Number (NPI) is required at the time of employment, or proof of application must be provided within sixty (60) days of beginning employment. Incumbents are required to maintain the NPI throughout employment in this class.

Working Conditions

Incumbents may be required to work evenings and/or weekends.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: April 20, 1990  
Reviewed: Spring 2003  
Revised: May 12, 2004  
Revised: October 2005

---

Psychiatric Social Worker Coordinator Class No. (005249)

Union Code: MM

Variable Entry: Y